



United States District Court
District of New Hampshire

**USDCNH CREDIT CARD
BLANKET AUTHORIZATION FORM**

Background: This form is used to register credit card information with the Clerk's Office, allowing you to electronically or conventionally file initial pleadings and other documents requiring a filing fee. Your credit card information will be kept secured and confidential.

Questions? Check our website at www.nhd.uscourts.gov

Instructions: This form cannot be submitted electronically. Complete the form on-line, print, sign, and return it to the Clerk's Office at the address below.

If you have a firm credit card you may submit one authorization form on behalf of all authorized users. The name of each attorney authorized to use the form should be listed in the appropriate box below or on an attached list.

Name as it appears on card:

Name of Law Firm & Attorney(s) Authorized to Use Card:

Card Mailing Address:

Telephone Number:

E-mail Address:

Credit Card Type:

Expiration Date:

Account #:

Please indicate whether this is a new or replacement authorization form: • New • Replacement

By submitting this account registration form, the undersigned agrees to the following:

1. I hereby authorize the U.S. District Court to make charges upon the credit card provided for any applicable fees required in conjunction with filings I make or other court-related expenses for services I request.
2. I understand that this form will be kept on file in the Clerk's Office and will remain in effect until revoked in writing and/or the expiration date of the card has passed. I understand that it is my responsibility to complete a new credit card blanket authorization form when the credit card has been renewed or to notify the court if the card has been revoked, canceled, or misplaced. I understand if this is a firm credit card it will need to be updated when any authorized users are added or deleted.
3. I understand that in the event any charge against this account is denied, I will be notified immediately to make payment in cash, money order, or certified check and that a case-initiating document will not be deemed filed until payment is received.

Signature:

Date:

Return this form to:

James R. Starr
Clerk, U.S. District Court
55 Pleasant Street, Rm 110
Concord, NH 03301
Attn: Cathy MacEwan

COURT USE ONLY: